Forest Service

Wildland Fire Report User Guide

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To add a new Wildland Fire Report:

- From the FIRESTAT menu, click Wildland Fire Report.
- From the Wildland Fire Report form, click New to add a Wildland Fire Report.
- Complete the required fields on the form and click Add.

Field	Description and action to be taken
Fire Number (Required)	Enter the Supervisor's Office (SO) fire number, a number from 1 to 999999. The SO fire number should be the next available consecutive number. **Note:** The fire number is not generated by the system, which greatly increases the likelihood of the user mistakenly entering duplicate information.
Region-Forest (Required)	Enter a region-forest or select the LOV adjacent to the Region-Forest field.
Discovery Date (Required)	Enter the month, day, and year for the Discovery Date in the format MM/DD/YYYY, or select a date from the calendar. The Discovery Date is the date when the fire was discovered.
Discovery Time (Required)	Enter the hour and minutes for the Discovery Time in the format HHMI (military time). The Discovery Time is the time when the fire was discovered.

The new report is now established in the system. **NOTE: A new report needs to be created within 10 days of a fire start if the fire is a long duration is anticipated with as much information included as possible.**

Field	Description and action to be taken
Status (Required)	Click on the pulldown list and select the condition that identifies the status of the report. **Note:** The Status pulldown list is displayed on each page. The exceptions are Field 24. Supplement for Forces Used, Field 39. Supplement for Special Codes, and Field 47. Supplement for Large Fire Acres Burned. The Status pulldown list is displayed on these pages when data is present.
1. Fire Name	Enter or edit the assigned name of the fire. **Note:** Do not include Dispatch or District number or "fire" as part of the fire name. If the assigned name of the fire is greater than 20 characters, abbreviate where possible.
2. Local Fire Number (Local Use Only)	Enter or edit the local number assigned to the fire. **Note:** This number is for local purposes only. If directed by your unit, enter the District or Dispatch fire number.
3. Location	Enter a description of the location. Example: 2 miles south of JC Ranch, east of Buck Road
4. Township	Enter or edit the township, range, section, subsection, and principal meridian to locate the fire origin for fires in the 30 public land survey system states. Township: Enter or edit the full township number, a value from 001 to 199. Use one of the following codes to denote a full or partial township, and enter a direction (N or S from the baseline): Value / Meaning table below Example: Code township 103 ½ North as "1032N". Range: Enter or edit the range as instructed in the Township field, and enter a direction (E or W from the

Value	Meaning
0	Full township (most common)
1 ¼	Township (very rare)
2 ½	Township (common in some areas)
3 ¾	Township (very rare)

principal meridian).

Example: Code range 12 East as "0120E".

Section:
Enter or edit the section number, a value from 1 to 99.

Sub-Section:
Enter or edit the smallest subdivision to the nearest quarter section (160 acres) or quarter section (40 acres).

Example: Code the southwest quarter of the northeast quarter as "SWNE".

Principal Meridian:
Click on the pulldown list and select the principal meridian code. The legal location should correspond directly to the latitude and longitude coordinates.

5. Region-Forest (Required)	Region-Forest: Enter or edit a region-forest or select the LOV adjacent to the Region-Forest field. District: Enter or edit the appropriate number that identifies the ranger district. Fire Number (Required): Enter or edit the Supervisor's Office (SO) fire number, a number from 1 to 999999. Unless your unit has a compelling local need, the SO fire number should be the next available consecutive number. **Note:** The fire number is not generated by the system, which greatly increases the likelihood of the user mistakenly entering duplicate information.
6. Protecting Agency at Origin	Click on the pulldown list and select the code that identifies the agency that is legally responsible for providing primary protection for the land on which the fire started.
7. Ownership	Identifies the ownership and state at the point of origin. Ownership: Click on the pulldown list and select the code that identifies the land status at the point of origin. State at Origin: Click on the pulldown list and select the State or other jurisdiction that identifies where the fire started. County at Origin: Identifies the county name at the fire's point of origin. Enter a county or select the LOV adjacent to the County at Origin field
8. Fire Management Zone	No longer applicable
9. Point of Origin	Identifies the latitude and longitude at the fire's point of origin in degrees, minutes, and seconds. Report degrees, minutes and seconds in whole numbers. Latitude: Enter or edit the degrees of latitude at the point of origin. In the second Latitude field, enter or edit the minutes of latitude. In the third Latitude field, enter or edit the seconds of latitude. Longitude: Enter or edit the degrees of longitude at the point of origin. In the second Longitude field, enter or modify the minutes of longitude. In the third Longitude field, enter or modify the seconds of longitude.
10. Ignition Date/Time	Enter or edit the month, day, and year for the Ignition Date in the format MM/DD/YYYY, or select a date from the calendar. The Ignition Date is the date when the fire started. Enter or edit the hour (military time) and minutes for the Ignition Time in the format HHMI (military time). The Ignition Time is the time when the fire started. If the date and/or time is unknown, enter the best estimate. Time is a value from "0000" (midnight) to "2359."
11. Discovery Date/Time (Required)	Enter or edit the month, day, and year for the Discovery Date in the format MM/DD/YYYY, or select a date from the calendar. The Discovery Date is the date when the fire was discovered. Enter or edit the hour and minutes for the Discovery Time in the format HHMI (military time). The Discovery Time is the time when the fire was discovered.

12. Detection Method	Detection Method: Click on the pulldown list and select the detection method. Discovered By: Enter or edit the name of the lookout or person who discovered the fire.
13. Statistical Cause	Identifies the statistical and general cause codes that best describe the actual cause of the fire. Statistical Cause: Click on the pulldown list and select the code that best describes the actual fire cause. **Note:** All previously existing fire reports without a statistical cause will be updated in the database. These fire reports will contain a miscellaneous code of "9." General Cause: Click on the pulldown list and select the code that further identifies the human activity related to the fire ignition. Select 0 (Other) for unknown activities and lightning fires. Identifies the specific cause codes and class of people code that best describe the actual cause of the fire. Specific Cause: Click on the pulldown list and select the code that further identifies the cause of the fire. Select 30 (other) for any unknown cause. Class People: Click on the pulldown list and select the code that identifies the person or group involved with a human-caused fire. For lightning fires, enter 0 (not person-caused). For persons whose status cannot be determined, select 8 (other).
14. Incident Job Code	Enter or edit financial management information not recorded elsewhere on the form.
15. Initial Strategy	Check the suppression strategy unless fire was an escaped planned prescribed fire.
16. Managed for Multiple Objectives (2008 prototype policy test areas only)?	No longer applicable
17. Identified in a Large Fire Complex (if yes, enter complex name in remarks)	Click the check box to indicate that the fire was identified as being within any fire complex at some point during its duration.
18. Acres Burned in Wildland Fire Urban Interface (WUI)?	Click the In Wildland Fire Urban Interface (WUI) check box to indicate that the fire burned acres within the WUI as identified through accepted Agency processes.
19. Wildland Fire Use Converted to Suppression?	No longer applicable
20. Escaped Initial Attack?	Click the Escaped Initial Attack check box to indicate that the fire was declared an escaped fire. Clear the Escaped Initial Attack check box if the planned suppression strategy for the fire was achieved by the planned initial action/first reinforcement forces.
20a. Wildland Fire Situation Analysis (WFSA) Completed?	No longer applicable
20b. Most Cost Effective (MCE) Selected as the Final Alternative?	No longer applicable
20c. Incident Job Code After Escape	Enter the financial management information (P code) at the time of Escape.
20d. Escape Date/Time	Enter or edit the month, day, and year for the Escape Date in the format MM/DD/YYYY, or select a date from the calendar. The Escape Date is the date when the fire escaped. Enter or edit the hour and minutes for the Escape Time in the format HHMI (military time). The Escape Time is the time when the fire escaped.
20e. NFDRS Fuel Model at Escape	Enter or edit the one-character code of the prevailing NFDRS fuel model where the fire was burning at the time of escape or select the LOV adjacent to the NFDRS Fuel Model at Escape field. To designate fires burning in non-vegetative fuels where there is a significant separation from wildland fuels, including burning buildings and vehicles on paved roadways, select "X."

21. Initial Action Date/Time	Enter or edit the month, day, and year for the Initial Action Date in the format MM/DD/YYYY, or select a date from the calendar. The Initial Action Date is the date when fire suppression action was started at the site of the fire.
	Enter or edit the hour and minutes for the Initial Action Time in the format HHMI (military time). The Initial Action Time is the time when fire suppression action was started at the site of the fire.
	The Time of Initial Action must be at least one minute after Time of Discovery. For confinement and surveillance fires, enter the time of the first surveillance.
22. Suppression Strategy Attained Date/Time	Enter or edit the month, day, and year for the Suppression Strategy Attained Date in the format MM/DD/YYYY, or select a date from the calendar. The Suppression Strategy Attained Date is the date when the initial suppression action was achieved.
	Enter or edit the hour and minutes for the Suppression Strategy Attained Time in the format HHMI (military time). The Suppression Strategy Attained Time is the time when the initial suppression action was achieved.
	Suppression Strategy Attained Date/Time must be at least one minute after Initial Action Date/Time. For confinement and surveillance fires, enter the time of the last surveillance. If this is an escaped fire, enter the date and time the final suppression strategy for the escaped fire situation analysis was attained.
23. Fire Out Date/Time	Enter or edit the month, day, and year for the Fire Out Date in the format MM/DD/YYYY, or select a date from the calendar. The Fire Out Date is the date when the fire was declared out.
	Enter or edit the hour and minutes for the Fire Out Time in the format HHMI (military time). The Fire Out Time is the time when the fire was declared out.
	The Fire Out Date/Time must be at least one minute after the Suppression Strategy Attained Date/Time.
24. Supplement for Forces Used	The **Supplement for Forces Used** link from the pulldown list at the top of the page provides detailed information about the suppression forces used up until the initial selected suppression strategy was attained.
25. Estimated FS Suppression Cost ($)	Enter or edit the estimated total emergency Fire Fighting Funds (FFF), in whole dollars, expended by the Forest Service as a result of this fire.
	▪ For smaller fires, develop costs based on current wage rates and approximate hours charged and equipment contract or use rates. ▪ For project fires, use estimated FFF costs from the final Incident Status Summary, form FS-5100-11.
26. FS Acres (All Forests)	Enter or edit the total number of acres, to the nearest one-hundredth, of National Forest Service lands burned on all Forests.
27. Non-FS Acres Protected by FS	Enter or edit the number of acres, to the nearest one-hundredth, of non- National Forest System lands protected by the Forest Service within the fire perimeter.
28. Non-FS Acres Not Protected by FS	Enter or edit the number of acres, to the nearest one-hundredth, of non-National Forest System lands outside Forest Service protection within the fire perimeter. The minimum fire size is 0.01 acre.
	Example: A fire may be 123.25 of FS acres in size.
29. Total Acres Burned	Enter or edit the number of acres, to the nearest one-hundredth, for the total number of acres burned in the fire.
Fire Class Size:	The Fire Class Size field is auto-populated based on the number of acres entered in the Total Acres Burned field.
30a. Acres Burned as Wildland Fire Use	No longer applicable
30b. Acres Burned after Conversion from WFU to Suppression	No longer applicable
30c. Acres (any fire) Burned in WUI	No longer applicable
31. FMZ NVC per Acre ($)	No longer applicable
32. Fire Intensity Level	Click on the pulldown list and select the fire intensity level (FIL) code for the predominant or typical sustained average flame length observed at the head of the fire during the initial attack.
33. Report Weather Station	Enter or edit a report weather station or select the LOV adjacent to the Report Weather Station field. Select the weather station number that represents conditions similar to those at the fire

| | site.

Note: The closest weather station may not necessarily represent the fire site. |
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| 34. NFDRS Fuel Model | Enter or edit the one-character code of the prevailing NFDRS fuel model where the fire was burning at the same time and place where the Fire Intensity Level was observed or select the LOV adjacent to the NDFRS Fuel Model field.

To designate fires burning in non-vegetative fuels where there is a significant separation from wildland fuels, including burning buildings and vehicles on paved roadways, select "X." |
35. Cover Class	Enter or edit the four-digit code of the regional vegetation cover type where the fire burned during the initial attack, or select the LOV adjacent to the Cover Class field.
36. Slope Percentage	Enter or edit the slope percent at the fire's origin, a value from 0 to 150 percent.
37. Aspect	Click on the pulldown list and select the appropriate general aspect code where the fire was burning at the time of initial suppression action.
38. Elevation (Feet)	Enter or edit the elevation, in feet, at the head of the fire at initial action stage.
39. Supplement for Special Codes	The Special Codes and values of information includes financial management information. The Forest Service will provide assistance in processing financial management information. The **Supplement for Special Codes** link from the pulldown list at the top of the page provides detailed information about special codes not recorded elsewhere on the form.
40. Residences Destroyed	Enter the number of primary and secondary residences destroyed by the fire.
41. Other Structures Destroyed	Enter the number of other structures, including commercial property such as office buildings and stores and private structures such as barns and equipment sheds, destroyed by the fire. Other Structures Destroyed does not include improvements such as fences and utility poles.
42. Remarks	Document any information with regards to fires that have merged or were part of a complex to include other fire names and other P codes used. Make certain it ties back to FIRECODE.
43. Prepared By	Enter or edit the text as required by Forest or Regional instructions for report preparation, review, and approval.
44. Date	Enter or edit the month, day, and year the fire report was submitted in the format MM/DD/YYYY, or select a date from the calendar.
45. Approved By	Enter or edit the text as required by Forest or Regional instructions for report preparation, review, and approval.
46. Date	Enter or edit the month, day, and year the fire report was approved in the format MM/DD/YYYY, or select a date from the calendar.
47. Supplement for Large Fire Acres Burned	The **Supplement for Large Fire Acres Burned** link from the pulldown list at the top of the page provides detailed information on the number of acres entered.

Supplement for Large Fire Acres Burned

The following fields in the main Wildland Fire Report form identify the number of acres entered in fields 26, "FS Acres (All Forests)," 27, "Non-FS Acres Protected by FS," and 28, "Non-FS Acres Not Protected by FS," and allow you to further define the ownership and/or management, in acres for these fields. You must complete at least one line per field. If you entered an amount in all three fields, you must complete at least three lines. For example, if you entered "1000 acres" in field 26, "FS Acres (All Forests)," and the fire burned on two national forests, complete two lines to define the number of acres that burned on each national forest.

The Auto Fill button automatically populates the Supplement For Large Fire Acres Burned fields with data based on values from the Wildland Fire Report. Auto Fill can create up to three new records in the Supplement For Large Fire Acres Burned module based on processing.

First, Auto Fill will process the FS Acres (All Forests) value. When there is a FS Acres (All Forests) value, a new record will be created. The FS Unit will default to the Region and Acres will default to FS Acres (All Forests).

Second, Auto Fill will process the Non-FS Acres Protected by FS value. When there is a Non-FS Acres Protected by FS value, a new record will be created. The FS Unit will default to the Region and Acres will default to Non-FS Acres Protected by FS.

Third, Auto Fill will process the Non-FS Acres Not Protected by FS value. When there is a Non-FS Acres Not Protected by FS value, a new record will be created. The FS Unit will default to "0000" and Acres will default to Non-FS Acres Not Protected by FS.

For all three situations above, Protection Agency defaults to the same value as Protecting Agency at Origin from the main Wildland Fire Report form. If the Wildland Fire Report Protecting Agency at Origin is empty, then the Protection Agency will

default to "FS." Also, Land Ownership is set to "FS" when the Ownership value from the main Wildland Fire Report form is 1, otherwise Land Ownership is set to "OTHR."

Note: The Auto Fill button only appears on the New screen to add additional Supplement For Large Fire Acres Burned information.

Field	Description and action to be taken
FS Acres (All Forests)	The Forest Service Acres (All Forests) field displays the total number of acres, to the nearest one-hundredth, of National Forest Service lands burned on all Forests. This field is displayed for information only.
Non-FS Acres Protected by FS	The Non-FS Acres Protected by FS field displays the number of acres, to the nearest one-hundredth, of non- National Forest System lands protected by the Forest Service within the fire perimeter. This field is displayed for information only.
Non-FS Acres Not Protected by FS	The Non-FS Acres Not Protected by FS field displays the number of acres, to the nearest one-hundredth, of non-National Forest System lands outside Forest Service protection within the fire perimeter. This field is displayed for information only.
Wildland Fire Use and Prescribed Fire Incidents	The number of acres to the nearest one-hundredth, burned under prescription using the rules that govern wildland fire for resource benefits. This amount must be less than or equal to the total number of acres burned, and will usually be less than or equal to NFS acres.
Acres as Wildfire Use	The number of acres to the nearest one-hundredth, for the total number of acres as wildfire use.
Acres After Conversion to Suppression	The number of acres to the nearest one-hundredth, for the total number of acres burned after conversion to suppression.
Total Acres Burned	The Total Acres Burned field displays the total number of acres burned, to the nearest one-hundredth.
Acres burned already entered	The Acres Burned Already Entered field displays the number or acres burned that were previously entered, to the nearest one-hundredth.

Navigation

The Navigation pulldown list redirects the browser to the specified page within the Wildland Fire Report maintenance screens. An error message will display if there are unsaved changes. To redirect without saving, simply click the OK button. To return to the active screen, click the Cancel button and update the record.

Set Status and View Errors

When a Wildland Fire Report is first created, the Status is set to Pending. This value indicates that the specific Wildland Fire Report is in process and data entry can continue at any time. Once the specific Wildland Fire Report is entered fully, the Status should be set to Complete. (**Note:** The Status can be set to Complete with Errors. This will cause the same validation to execute as the complete status.) This value cause's additional validation to execute based on the Discovery Year. Different validation algorithms are used for different years. If the Wildland Fire Report passes the validation without error, the Status is set to Complete, and no further action is needed. If the validation determines the Wildland Fire Report is in error, the Status is set to Complete with Errors, and the screen displays a link to the View Errors page.

To view the error messages, click on the View Errors link next to the Navigation pulldown list. The page will display the fields in error and the corresponding error message. As corrections are made on the Wildland Fire Report screens, and the Status is either Complete with Errors or set to Complete, the validation algorithms will execute after each update. Once all of the errors are corrected and updated, the Status will be set to Complete by the system.

For additional help in FIRESTAT:

- **FAMWeb Help available on the internet at:**
- **http://fam.nwcg.gov/fam-web select Help at the top of the screen**
- **Select FIRESTAT from list, then select Wildland Fire Report**